APPLICATIONS

1st Edition

PRIMARY & ELEMENTARY CLASSES

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LAYYAH

PUNJAB SCHOOL EDUCATION DEPARTMENT

2021

Applications

1) Write an application to your headmaster/headmistress/principal of your school requesting him/her to leave you an urgent piece of work.

The Headmaster / Headmistress,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR AN URGENT PIECE OF WORK

Respected Sir / Madam,

With due reverence, it is stated that I have an urgent piece of work at home. I cannot come to school today. I request you to allow me leave for one day. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

2) Write an application to your headmaster/headmistress/principal of your school for sick leave. (By student)

The Headmaster / Headmistress,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR SICK LEAVE

Respected Sir / Madam,

With due reverence, it is stated that I am suffering from fever since yesterday. I am taking medicines. The doctor has advised me for bed rest. I request you to allow me sick leave for two days. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

3) Write an application to your headmaster/headmistress/principal of your school for sick leave. (By Parents)

The Headmaster / Headmistress,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR SICK LEAVE

Respected Sir,

With due reverence, it is stated that my son Ali is suffering from fever since yesterday. He is taking medicines. The doctor has advised him for bed rest. I request you to allow him sick leave for two days. I shall be thankful to you.

Yours truly,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

4) Write an application to your headmaster/headmistress/principal of your school for school leaving certificate. (By Student)

The Principal,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR SCHOOL LEAVING CERTIFICATE

Respected Sir,

With due reverence, it is stated I am student of grade eight in your school. My father is promoted to Lahore. So my family is shifting Lahore. I request you to issue me my school leaving certificate so that I continue study there. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

5) Write an application to your headmaster/headmistress/principal of your school for school leaving certificate. (By Parents)

The Principal,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR SCHOOL LEAVING CERTIFICATE

Respected Sir,

With due reverence, it is stated that my children Rafay and Amna are students of grade eight in your school. I am promoted to Lahore. So I am shifting Lahore. I request you to issue school leaving certificates of my children so that they continue study there. I shall be thankful to you.

Yours truly,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

6) Write an application to your headmaster/headmistress/principal of your school to issue you character certificate.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR CHARACTER CERTIFICATE

Respected Sir / Madam,

With due reverence, it is stated that I have passed the annual examination of class eight. I have got first division. I was the shining student of my school. I won the debate competition last year. I want to get admission in the high school. I request you to issue me character certificate. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

7) Write an application to your headmaster/headmistress drawing his/her attention towards poor condition of cleanliness in the school/class and arrange a sweeper for the school.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR CLEANLINESS IN THE SCHOOL

Respected Sir / Madam,

With due reverence, it is stated that there is very poor condition of cleanliness in the school. The chairs, desks and tables are covered with dust in every classroom. The ground is full of fallen leaves and garbage. There is no cleanliness at the main gate. I request you to arrange a sweeper for the school. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

8) Write an application to your headmaster/headmistress for change your section.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR CHANGE OF SECTION

Respected Sir / Madam,

With due reverence, it is stated that I am enrolled in class eight section B. My brother is enrolled in class eight but section A. I want to study in the same section. I request you to change my section from B to A. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

9) Write an application to your headmaster/headmistress for remission of fine.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR REMISSION OF FINE

Respected Sir / Madam,

With due reverence, it is stated that I was absent on Monday. My mother was ill and I have to take her hospital. The school management has fined me. I belong to poor family. I request you to remit the fine. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8th
Dated: 01-01-2019

10) Write an application to your headmaster/headmistress requesting for to play a friendly match with other school.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR PERMISSION OF MATCH

Respected Sir,

With due reverence, it is stated that our school team want to play a friendly match with other school team. I am the caption of the team. I hope we will win the match. I request you to give us permission so that I make arrangements. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8th
Dated: 01-01-2019

11) Write an application to your Tehsil Nazim for cleanliness of your Mohallah/ward/colony/area.

The Tehsil Nazim,
Mohallah Sharif Pura,
Tehsil Layyah.

SUBJECT: APPLICATION FOR CLEANLINESS OF MOHALLAH

Respected Sir,

With due reverence, it is stated that there is no cleanliness in our Mohallah Sharif Pura ward no.1. There is no sewerage. The streets are full of dirty water and garbage. It may lead to diseases. I request you to issue order for cleanliness. I shall be thankful to you.

Yours truly,
XYZ.
Mohallah Sharif Pura,
Layyah.
Dated: 01-01-2019

12) Write an application to your headmaster/headmistress requesting him/her for making arrangements of travelling to another city taking part in essay writing competition.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR ARRANGEMENTS OF TRAVELLING

Respected Sir / Madam,

With due reverence, it is stated that our school is selected for essay writing competition. From school, I have been selected. This competition will be held at Lahore. I will have to travel Lahore but I cannot bear expenses. I request you to make some arrangements. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

13) Write an application to your headmaster/headmistress for caring, improving and repairing of your school playground.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR IMPROVING OF PLAYGROUND

Respected Sir,

With due reverence, it is stated that our school playground is full of dirty water and garbage. The playground is lacking of grass. There is no proper pitch for playing cricket. I request you to take notice. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

14) Write an application to your headmaster/headmistress to arrange a school trip to the museum.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR SCHOOL TRIP

Respected Sir,

With due reverence, it is stated that our class want to go on trip. Our class has planned to visit Lahore Museum and other historical places. It will be educational trip. I request you to allow us and make some arrangements. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

15) Write an application to your headmaster/headmistress for two days leave to attend marriage ceremony of your brother.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR LEAVE OF BROTHER'S MARRIAGE

Respected Sir,

With due reverence, it is stated that marriage ceremony of my brother will be held on this Friday. It will be Barat on Friday and Walima party on the next day. I shall have to make all the arrangements. I request you to give me leave for two days. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

16) Write an application to your headmaster/headmistress for fee concession.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR FEE CONCESSION

Respected Sir,

With due reverence, it is stated I am the student of class eight in your school. I belong to very poor family. The income of my father is very low. He cannot bear my fee but I want to study. I request you to allow me full fee concession. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

17) Write an application to your headmaster/headmistress to allow your class for using school library / providing books in the library.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR USING SCHOOL LIBRARY

Respected Sir,

With due reverence, it is stated that our class want to use school library. But books are lacking in the library. We have to refer course relevant books. We also study general knowledge and history books. I request you to allow us using library and arrange the books. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

18) Write an application to your headmaster/headmistress for increasing/repairing washrooms/toilets.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR REPAIRING TOILETS

Respected Sir,

With due reverence, it is stated that the conditions of toilets of our school is very bad. There is no proper hygiene. Two toilets are repairable. As school strength is increased, two toilets are required more. I request you to take some action. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

19) Write an application to your headmaster/headmistress for increasing/repairing hand pump / water tank.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR REPAIRING HAND PUMP / WATER TANK

Respected Sir,

With due reverence, it is stated that there is only one hand pump / water tank in our school that is in poor condition. The students use hand pump / water tank every time. The old hand pump / water tank should be repaired and installed two new hand pumps / water tanks. I request you to take some action. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

20) Write an application to your headmaster/headmistress for missing facility / missing chairs/tables etc.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR REQUIREMENT OF CHAIRS

Respected Sir,

With due reverence, it is stated that our class strength has been increased. We need some more chairs and tables for sitting. Two students sit on the single chair. I request you to increase chairs for our class. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

21) Write an application to your headmaster/headmistress for repairing of whiteboard / drinking water cooler / ceiling fan/bulb/tube light etc.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR REPAIRING/PURCHASING WHITEBOARD

Respected Sir,

With due reverence, it is stated that the whiteboard / drinking water cooler / ceiling fan of our classroom has been damaged. We are feeling difficulty. We need new whiteboard / drinking water cooler / ceiling fan. It should be repaired or purchased new one. I request you to take some action. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8th
Dated: 01-01-2019

22) Write an application to your headmaster/headmistress for window pane of your classroom.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR REPAIRING OF WINDOW PANE

Respected Sir,

With due reverence, it is stated that the window pane of our classroom has been damaged. There is now winter season. Cool breeze enters the room. In this situation there is tough to study. I request you to take some action. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8th
Dated: 01-01-2019

23) Write an application to your headmaster/headmistress to allow you organizing a function/party at school on winning the competition.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR ORGANIZING A FUNCTION

Respected Sir,

With due reverence, it is stated that as our school team has won the Essay Writing Competition at province level. It is a great honour for our school. I request you to allow us to arrange a function and party at school. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

24) Write an application to your headmaster/headmistress to allow you organizing a farewell party at school.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR ORGANIZING A FAREWELL PARTY

Respected Sir,

With due reverence, it is stated that there are final exams of class eight the next month. I on the behalf of students want to give a farewell party to the senior students. I request you to allow us to arrange a farewell party. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 7^{th}
Dated: 01-01-2019

25) Write an application to your headmaster/headmistress to allow you organizing a welcome party at school.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR ORGANIZING A WELCOME PARTY

Respected Sir,

With due reverence, it is stated that the new students have admitted to the school. I on the behalf of students want to give a welcome party to the newcomers. I request you to allow us to arrange a welcome party. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019

26) Write an application to your headmaster/headmistress to allow you organizing a Bazm-e-Adab period at school.

The Headmaster,
ABC School,
City XYZ.

SUBJECT: APPLICATION FOR ORGANIZING A BAZM-E-ADAB

Respected Sir,

With due reverence, it is stated that the students take part in competition every year. We need to prepare students for the competition of Qirat, Naat, Speech and others. I request you to allow us a period for Bazm-e-Adab so that we may prepare ourself. I shall be thankful to you.

Yours obediently,
XYZ.
Roll No.
Class: 8^{th}
Dated: 01-01-2019